



## **Parking & Traffic Committee Meeting**

August 15, 2019

4:30pm

J. Earle Bowden Bldg., Room 1

### **AGENDA**

- 1) Call to Order
  - a) Meeting was properly noticed
  - b) Approval of Meeting Agenda for August 15, 2019
  - c) Approval of Minutes for June 13, 2019 and July 11, 2019
- 2) On-Going Business
  - a) JSG Spaulding repair – quote update
  - b) 3 additional pay-stations – installed
  - c) Escambia County garage – Contract update
  - d) Citation collection letter legal changes – update
  - e) City Sign – data gathering in progress
  - f) Consultant Support – samples
- 3) New Business
  - a) Baylen Street restriping
- 4) Financial Report
  - a) July Financials – Approval
- 5) Public Comment
- 6) Adjournment
- 7) On hold Items
  - a.) Garage Blue Light - security - on going
  - b.) JSG Rates – on-hold

## MINUTES

### Parking & Traffic Committee Meeting June 13, 2019

Members present: Mark Bednar, Chairman  
Danny Zimmern, Kevin Lehman (via telephone), Cheryl Young  
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) Proposed meeting agenda approved unanimously.
- c) Minutes of the April 9, 2019, meeting approved unanimously.

### Ongoing Business:

Exec. Dir. Dees updated the committee on the following matters:

- a) JSG spalling repair
  - 1) Staff will continue to work with the current contractor to receive a bid and will pursue one other as a point of reference.
  - 2) Mrs. Dees recommended that the spalling repairs be assessed this year and placed in the 2020 budget.
- b) JSG entrance landscaping/painting
  - 1) A concern was expressed about the pots in the street getting hit or stolen. Staff will continue to monitor this.
  - 2) Mr. Lehman asked about irrigation in the pots. Mrs. Dees explained that the ambassadors will water the plants for the first two months while the roots are taking hold; and that a gel was placed in the pots that absorbs water and will keep the soil moist.
- c) JSG lighting is complete.
- d) JSJ elevator camera will be completed on the June 19.
- e) JSG pay station hardware
  - 1) Cox electricians should be completing the final connections today. This should be reported as complete next month.
- f) JSG ECUA water leak
  - 1) ECUA allowed for a one-time adjustment of \$1600-\$1800. Full credit was received, and service was resumed as a sprinkler drip system only, at a much lower rate.
- g) Removal of broken lollipops – completed.
- h) City Council report
  - 1) Mrs. Dees will send the final report out to all members individually, highlighting what DIB has accomplished the last six months.
  - 2) Motion made by Mr. Zimmern to direct Mrs. Dees to prepare the report, provide it to all members via email and receive suggestions back from members.

- 3) The motion was amended to clarify that the report was a discussion item but was not approved by the committee because it was received after the meeting. Motion carried unanimously.
- i) West side enforcement hour changes – completed. Machines were updated and signs have been installed.
- j) Three additional pay stations
  - 1) Pay stations have been ordered and should be received this month.

### New Business

- a) JSG rates – Tabled until staff can provide more information at its next meeting.
- b) City signs
  - 1) Staff is working on an overall plan to replace outdated signs and this will come back before the committee.
- c) Tarragona lot
  - 1) UWF Historical Trust approved DIB's proposal. Mr. Stebbins is working on updating the interlocal agreement. After both attorneys' review it will be brought back to this committee and DIB for approval.
  - 2) Mr. Zimmermann made a motion that Mrs. Dees discuss with the DIB the suggestion that we can show UWF an economic model that they will be paid more than \$1600 per month, but we are not comfortable making them a guarantee of \$1600 because it's public funds. After some discussion the motion was withdrawn.
- d) Escambia County garage – contract
  - 1) Renewal of the contract to run special events out of the garage was tabled by the county. At the county's request, Mrs. Dees is compiling information to submit for the county to decide on whether to renew DIB's contract.
- e) Citation collection letter legal changes
  - 1) Mr. Stebbins suggested that language be added to DIB's collection notice in order to comply with Florida Recovery Credit guidelines.
  - 2) Ms. Young made a motion to add the language. Motion seconded by Mr. Zimmermann and carried unanimously.
- f) Consultant support request
  - 1) Mrs. Dees asked for approval to use the consultation of Greg Darden and his team, at the quote that was provided.
  - 2) Mr. Zimmermann made a motion that Mrs. Dees be authorized to spend \$1,000 in the next month on the consultant of her choice and bring back a more fine-tuned proposal for a longer-term arrangement by next month. Seconded by Ms. Young.
  - 3) Motion carried 3-1 with Member Lehman dissenting.
- g) Fourth parking ambassador changed to full time
  - 1) Member Young made a motion to approve the fourth parking ambassador changing from part-time to full-time. Seconded by Member Zimmermann and carried unanimously.
- h) Mr. Zimmermann proposed that the chairman of the parking committee form a committee to study spinning off the parking committee and becoming an independent parking authority, so that the committee can meet and discuss parking issues out of the sunshine. After much discussion, the proposal was withdrawn.

### Financial Report

- a) April financials – approved unanimously.
- b) May financials – approved unanimously.
- c) JSG Reserve Fund CDs – completed.

Public Comment: None

Adjournment: The meeting was adjourned at 6:30 p.m.

## MINUTES

### Parking & Traffic Committee Meeting July 11, 2019

Members present: Mark Bednar, Chairman  
Danny Zimmern, Kevin Lehman, Clay Roesch,  
Cheryl Young (via telephone)  
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Bednar at 4:30 p.m.

- a) Mrs. Dees confirmed the meeting was properly noticed.
- b) Proposed meeting agenda approved unanimously.
- c) Approval of minutes of the June 11, 2019, meeting tabled until the next meeting.

### Ongoing Business:

Exec. Dir. Dees updated the committee on the following matters:

- a) JSG spalling repair – Staff is attempting to obtain a second quote.
- b) JSG entrance landscaping/painting is complete.
- c) JSG lighting is complete.
- d) JSJ elevator camera is complete.
- e) JSG pay station hardwire is complete.
- f) JSG ECUA water leak has been remedied and is complete.
- g) Removal of broken lollipops is complete
- h) City Council report was provided and is complete.
- i) West side enforcement hour change has been implemented and is complete
- j) Three additional pay stations were installed and is complete.
- k) Tarragona lot contract is complete.
- l) Escambia County Garage – Public records request information was furnished. Once it is placed on the council agenda, staff will attend the meeting and answer any questions.
- m) Citation collection letter legal changes – Mr. Stebbins will meet with Complus to ensure they understand the collection practices and the proper wording to go in the letter.
- n) Fourth full-time parking ambassador has been hired and will begin on July 29.
- o) City sign – Data gathering still in progress.

### New Business

- a) 2020 Plan
  - 1. DIB staff must submit to the City by July 15 its plan for parking for the next year.
  - 2. Ms. Dottie Dubuisson suggested that the report consist of a statement that DIB will continue with its existing plan until direction is received from the City representatives in a formal format from the Mayor's office. Member Lehman concurs.

3. Member Zimmern shared his idea of converting streets to pay-to-park with new equipment at a cost of \$600K.
  4. Member Lehman believes the price of parking tickets needs to increase exponentially with the number of tickets.
  5. Mrs. Dees asked that all prospective changes to the report be suggested prior to its submission.
- b) 2018/2019 parking management revenue/expense comparison - discussed.

Additional item:

- c) Motion made, seconded, and carried unanimously that the following be placed on the DIB agenda: Approval to add Kevin Lehman as a permanent DPMD committee member.

Financial Report

- a) June financials – approved unanimously.
- b) 2020 budget - approved unanimously.
- c) Reserve Fund CDs – completed.

Public Comment

- a) Consultant support presentation
  1. Mr. Greg Darden gave a presentation of the consulting services he could offer, his visions for improving parking, suggestions for working with City Council, and clarified what would be included in his stated rate of \$1,500 per month for an estimated 12 to 16 months.
  2. Much discussion ensued. Several committee members voiced their concern that representatives of the City rarely attend DIB/DPMD meetings and are unaware of topics of discussion or decisions made.
  3. Mr. Darden suggested that since it is difficult to get senior City officials to attend meetings, a one-voice strategy should be considered: That the board and committee pass along their direction to Exec. Dir. Dees, validate to the City that she is our director and she has our voice of support, and direct the City to meet with her and allow her to facilitate matters on behalf of DIB.
  4. DIB Chairman Carro asked Mr. Darden to provide a report of consulting services he has performed in the past, to assist DIB in deciding whether to retain him.
  5. Mrs. Dees expressed her strong desire that the Board, Committee, City, and Mayor begin to make compromises and work together for the betterment of all.
- b) Public comment received from Dottie Dubuisson

Adjournment:

The meeting was adjourned at 6:50 p.m.

# Treasures' Report - DPMD

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## MEMORANDUM

**To:** DIB Board  
**From:** Lissa Dees, Executive Director  
**Subject:** Treasures' Report  
**Date:** August

Following this Memo are the July Income Statements and Balance Sheets.

Total Income DPMD July: \$82,933.11  
Total Expense DPMD July: \$48,188.89

Notes:

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July

DPMD		
<u>Code</u>	<u>Description</u>	<u>DPMD Notes</u>
Income	<i>Overview</i>	\$269.35 over projected revenue
11-00	North Palafox	\$2k under projected revenue
12-00	Tarragona Lot	\$750 under projected revenue
13-00	Trash Co -Op	\$565 over projected revenue
20-00	Intendencia	(\$708) for month of July - due to Qrtly revenues share - \$21K over projected revenue YTD
21-00	JSG	on target for the month .
23-00	Meter/Pay stations	\$4K under projections for the month - \$4k from removal of broken lollypop meters
23-03	On street Platform	\$4k for month - not budgeted in 2018/19
24-00	Parking Fines	\$8k over projected revenue
Expense		
Expense	<i>Overview</i>	\$22K under projected expenses for month
50-30	Parking Reserve Fund	\$25K YTD
30-00	Trash Co -Op	\$5k under projections for the month
50-05	Parking Meter CC Fees	\$2k over projected expense - \$11k over YTD
50-12	Marketing / Printing / Research	\$3k under for the month - Will be over budget for the year due to transition
50-14	Overhead Reimbursement	\$15K over budget



**Downtown Parking Management District**  
**Balance Sheet- For Management Use Only**  
As of July 31, 2019

	Jul 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
112 · Synovus - Securities	46.80
111 · Synovus - 3 Mo CD	50,000.00
110 · Synovus - 6 Mo CD	50,000.00
103 · Parking Reserve Trust	25,000.00
100 · Petty Cash-Jefferson Garage	1,717.20
101 · Cash-Coastal -514-8	137,852.24
102 · Cash-Wells Fargo -9358	14,348.74
Total Checking/Savings	278,964.98
Accounts Receivable	
140.4 · Parking Fees & Fines	79,605.00
145.4 · Allowance for Doubtful Accounts	-62,915.80
Total Accounts Receivable	16,689.20
Other Current Assets	
351 · Due from Passport	13,536.00
164 · Prepaid Expense	7,117.38
Total Other Current Assets	20,653.38
Total Current Assets	316,307.56
Fixed Assets	
245 · Signage	8,828.37
241 · Equipment	494,984.57
290 · Improvements	266,068.00
300 · Accumulated Depreciation	-335,774.14
Total Fixed Assets	434,106.80
<b>TOTAL ASSETS</b>	<b>750,414.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
450 · Accounts Payable	8,617.27
Total Accounts Payable	8,617.27
Other Current Liabilities	
461 · Parking Res Trust	25,000.00
455 · Due to City of Pensacola	634.17
24000 · Payroll Liabilities	546.13
404 · N/P-CB & T-Pay Stations-Current	2,611.66
460 · Restricted Fund	1,000.00
Total Other Current Liabilities	29,791.96
Total Current Liabilities	38,409.23
Total Liabilities	38,409.23
Equity	
32000 · Unrestricted Net Assets	456,390.17
32100 · Investment in Capital Assets	182,358.00
Net Income	73,256.96
Total Equity	712,005.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>750,414.36</b>

Downtown Parking Management District  
Profit & Loss Budget Performance - For Mgmt Use Only  
July 2019

Ordinary Income/Expense	Jul 19	Budget	\$ Over Budget	Oct '18 - Jul 19	YTD Budget	\$ Over Budget	Annual Budget
Income							
23-03 · OnStreet Platform	3,858.53			36,020.47			
10-00 · Judicial Center Lot	0.00			321.00	0.00	321.00	0.00
11-00 · North Palafox Lot	654.55	2,250.00	-1,595.45	17,348.01	22,500.00	-5,151.99	27,000.00
12-00 · Tarragona Street Lot	1,166.71	1,916.67	-749.96	14,068.07	19,166.66	-5,098.59	23,000.00
13-00 · Trash	7,428.63	6,863.75	564.88	70,940.11	68,637.50	2,302.61	82,365.00
20-00 · Intendencia Garage	-708.00	0.00	-708.00	20,660.00	0.00	20,660.00	0.00
21-00 · Jefferson Street Garage	33,381.89	32,916.67	465.22	299,351.39	329,166.66	-29,815.27	395,000.00
23-01 · Paystations	14,331.30	13,916.67	414.63	144,433.14	139,166.66	5,266.48	167,000.00
23-02 · Single Space Meters	166.00	4,650.00	-4,484.00	17,563.58	46,500.00	-28,936.42	55,800.00
24-00 · Parking Fines	22,653.50	15,000.00	7,653.50	165,080.99	150,000.00	15,080.99	180,000.00
25-00 · OnStreet Dumpster Placement Fee	0.00	83.33	-83.33	530.00	833.34	-303.34	1,000.00
26-00 · Residential Parking Permits	0.00	150.00	-150.00	0.00	1,500.00	-1,500.00	1,800.00
29-01 · Sales Tax Collected	0.00	4,916.67	-4,916.67	-33,546.81	49,166.66	-82,713.47	59,000.00
Total Income	82,933.11	82,663.76	269.35	752,769.95	826,637.48	-73,867.53	991,965.00
Gross Profit	82,933.11	82,663.76	269.35	752,769.95	826,637.48	-73,867.53	991,965.00
Expense							
50-30 · Parking Reserve Fund Expense	2,500.00			25,000.00			
5033 · Reserved	0.00	1,739.58	-1,739.58	0.00	17,395.84	-17,395.84	20,875.00
30-00 · DPMD Trash Expense							
30-01 · Republic - Dumpster Service	0.00	3,921.17	-3,921.17	41,247.89	39,211.66	2,036.23	47,054.00
30-03 · Landfill Fees	23.28	107.25	-83.97	23.28	1,072.50	-1,049.22	1,287.00
30-04 · Security Fees	0.00	250.00	-250.00	820.00	2,500.00	-1,680.00	3,000.00
30-05 · Special Events Dumpster Service	0.00	517.00	-517.00	0.00	5,170.00	-5,170.00	6,204.00
30-07 · Trash Compactor Utilities	52.62	0.00	52.62	507.21	0.00	507.21	0.00
Total 30-00 · DPMD Trash Expense	75.90	4,795.42	-4,719.52	42,598.38	47,954.16	-5,355.78	57,545.00
40-00 · DPMD Shared Expenses							
40-01 · Intendencia Revenue share w/Co	0.00			6,281.50	0.00	6,281.50	0.00
40-03 · P.F. Less Rev Share PPD/Airport	5,855.80	0.00	5,855.80	10,334.89	0.00	10,334.89	0.00
40-04 · Tarragona Lot Rev Share	1,660.64	0.00	1,660.64	17,671.29	0.00	17,671.29	0.00
Total 40-00 · DPMD Shared Expenses	7,516.44	0.00	7,516.44	34,287.68	0.00	34,287.68	0.00
50-00 · DPMD Operating Expenses							
50-29 · Insurance - Garage Keeper	1,482.01			14,820.10			

Downtown Parking Management District  
Profit & Loss Budget Performance - For Mgmt Use Only  
July 2019

	Jul 19	Budget	\$ Over Budget	Oct '18 - Jul 19	YTD Budget	\$ Over Budget	Annual Budget
50-02 · Depreciation	0.00			2,396.57			
50-04 · Jefferson Garage CC Fees	1,241.20	750.00	491.20	4,561.67	7,500.00	-2,938.33	9,000.00
50-05 · Parking Meter CC Fees	2,535.59	1,000.00	1,535.59	20,906.06	10,000.00	10,906.06	12,000.00
50-06 · Auto	143.63	0.00	143.63	711.42	0.00	711.42	0.00
50-07 · Bad Debt Expense	0.00	666.67	-666.67	0.00	6,666.66	-6,666.66	8,000.00
50-08 · Bank Charges	9.00	25.00	-16.00	36.00	250.00	-214.00	300.00
50-09 · Debt Service - DIB Loan	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	40,000.00
50-10 · Debt Service-\$2,717.86	0.00	0.00	0.00	2,609.98	0.00	2,609.98	0.00
50-11 · Dues & Subscriptions	0.00	166.67	-166.67	134.00	1,666.66	-1,532.66	2,000.00
50-12 · Marketing / Printing / Research	0.00	2,750.00	-2,750.00	53,315.55	27,500.00	25,815.55	33,000.00
50-13 · Office Supplies	0.00	25.00	-25.00	129.50	250.00	-120.50	300.00
50-14 · Overhead Reimbursement	27,611.06	12,437.17	15,173.89	283,800.20	124,371.66	159,428.54	149,246.00
50-15 · Professional Services	0.00	1,008.33	-1,008.33	7,475.00	10,083.34	-2,608.34	12,100.00
50-16 · Facility Repair & Maintenance	2,200.69	7,083.33	-4,882.64	86,570.96	70,833.34	15,737.62	85,000.00
50-17 · Signage & Striping	564.64	1,166.67	-602.03	14,288.55	11,666.66	2,621.89	14,000.00
50-18 · Utilities	1,219.60	1,250.00	-30.40	6,533.92	12,500.00	-5,966.08	15,000.00
50-19 · Travel Entertainment & Educ	0.00	500.00	-500.00	1,370.49	5,000.00	-3,629.51	6,000.00
50-20 · Management Contracts	0.00	16,073.83	-16,073.83	11,040.86	160,738.34	-149,697.48	192,886.00
50-21 · Paystation Parkeon \$1456/mo	0.00	2,083.33	-2,083.33	19,684.74	20,833.34	-1,148.60	25,000.00
50-22 · Paystation Repairs	0.00	416.67	-416.67	358.74	4,166.66	-3,807.92	5,000.00
50-23 · Contract Parking Enforc Serv	217.45	8,100.00	-7,882.55	36,982.40	81,000.00	-44,017.60	97,200.00
50-24 · Enforcement Spec Events Pkg	871.68	0.00	871.68	11,363.03	0.00	11,363.03	0.00
50-26 · Meter Equipment	0.00	4,459.42	-4,459.42	2,229.35	44,594.16	-42,364.81	53,513.00
50-28 · Street / Landscape Improvements	0.00	3,000.00	-3,000.00	4,789.04	30,000.00	-25,210.96	36,000.00
Total 50-00 · DPMD Operating Expenses	38,096.55	62,962.09	-24,865.54	586,108.13	659,620.82	-73,512.69	795,545.00
Total Expense	48,188.89	69,497.09	-21,308.20	687,994.19	724,970.82	-36,976.63	873,965.00
Net Ordinary Income	34,744.22	13,166.67	21,577.55	64,775.76	101,666.66	-36,890.90	118,000.00
Other Income/Expense							
Other Income							
Interest Income	0.00			46.80			
60-01 · Equipment Sold	0.00			9,000.00			
60-00 · Other Income	117.34	0.00	117.34	1,382.67	0.00	1,382.67	0.00
Total Other Income	117.34	0.00	117.34	10,429.47	0.00	10,429.47	0.00
Other Expense							

Downtown Parking Management District  
Profit & Loss Budget Performance - For Mgmt Use Only  
July 2019

50-31 - Interest  
Total Other Expense  
Net Other Income  
Net Income

Jul 19	Budget	\$ Over Budget	Oct '18 - Jul 19	YTD Budget	\$ Over Budget	Annual Budget
0.00			1,948.27			
0.00			1,948.27			
117.34	0.00	117.34	8,481.20	0.00	8,481.20	0.00
34,861.56	13,166.67	21,694.89	73,256.96	101,666.66	-28,409.70	118,000.00



**Downtown Improvement Board  
DPMD Consent Agenda  
July 2019**

- A. Project updates
  - Elevator Camera Install complete
  - JSG Landscaping /painting complete
  - JSG pay-station hardwire complete
  - 3 additional pay-stations installed – in progress
  - Tarragona contract complete
  - 4<sup>th</sup> Parking Ambassador – starts 7/22
- B. City Council 2020 Work Plan
  - Approved submittal of plan for 2020 to include a study of citation rates, expansion and evaluation of district and strengthening the committee.
- C. Consultant support
  - On hold for further review
- D. DPMD Financial Reports
  - Unanimous Approval of June Financial reports
  - Unanimous Approval of 2020 DPMD budget
- E. Committee requested DIB officially appoint Mr. Lehman as DIB representative to DPMD committee

***\*\*\*Please notify DIB Executive Director of any items you wish to have removed from the DPMD consent agenda and placed on the DIB agenda in advance. \*\*\****

***DPMD meeting agenda and minutes attached.***